

## Insurance Policy Application Request Form

**Plan Number**

I/We hereby request that Metis Global (Singapore) Pte. Limited ("Metis SG"), as the trustee to my/our Trust Plan, to apply for an Insurance Policy in accordance with the details as set out below.

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**Note:**

Please complete this form and send it to [service.sg@metisgl.com](mailto:service.sg@metisgl.com) using your registered email with Metis SG. Please fill in the details and if you make any amendments, please sign next to them.

**Section A – Important Notes**

1. Please read through the following terms and conditions pertaining to your Request prior to proceeding.
2. Metis SG does not offer any financial advisory services. You are encouraged to seek advice from your Financial Adviser (if any) before submitting the following request to Metis SG. Your Financial Adviser should be able to explain the implications of your decision and provide appropriate recommendations to you, taking into account your investment objectives, financial situation, needs and any applicable fees and charges
3. Metis SG may accept your request if the following conditions are met:
  - a) The Trust Plan has not been terminated;
  - b) The life assured is either the Settlor or the Beneficiary; and
  - c) The Insurance Policy is issued by a Singapore insurer that is licensed by the Monetary Authority of Singapore.

Notwithstanding the satisfaction of the conditions set out above, Metis SG reserves the right to reject this Request at its sole and absolute discretion and will not be required to disclose the reason(s) for its decision.

**Section B Insurance Policy Details**

**1. Insurance Policy Details**

Name of Insurer		Policy Type	
Policy Name			
Sum Assured (in the event of death of the life insured)		Currency	
Premium Frequency		Premium Amount	
Remarks			

**2. Financial Advisor Contact Details**

I/We authorised Metis SG to contact the Financial Adviser below to facilitate the Insurance Policy application.

Company			
Name		RNF Number	
Contact Number		Email address	

**Section C Fees and Charges**

1. A servicing fee of SGD2,000 (exclusive of any goods and services tax) will be charged for each insurance policy application request that is accepted by Metis SG. Metis SG will not submit any application to the insurer unless and until payment of this servicing fee has been made.
2. An administration charge will be imposed each time Metis SG is required to submit a claim under the Insurance Policy. The current administration charge is 1 percent of the claim amount, subject to a minimum of SGD300 and up to a maximum of SGD5,000.
3. A servicing fee of SGD100 (exclusive of any goods and services tax) will be charged for each policy servicing request performed by Metis SG. Such policy servicing requests include, without limitation, any request to reinstate the Insurance Policy and make payment of any loan with respect to the Insurance Policy.
4. Any fees or charges imposed by the insurer in relation to Metis SG's application for the Insurance Policy will be borne in its entirety by the Settlor.



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5. You may request Metis SG to subsequently assign the Insurance Policy to a Beneficiary under the Trust Plan. Such assignment will be regarded as a distribution of trust assets and will be subject to the terms and conditions of the Trust Plan and Metis SG's internal policies and procedures with respect to distributions of trust assets. In the case of a successful assignment, an assignment fee of SGD500 (exclusive of any goods and services tax) will be separately charged and any fees and charges imposed by the insurer will also be borne in its entirety by the Settlor.
6. Metis SG reserves the right to vary the charges contemplated under this Section C by giving you not less than three months' prior notice in writing, or such other period of notice in compliance with the relevant regulatory requirements.
7. For the avoidance of doubt, any fees and charges referred to in this Section C is in respect of each Insurance Policy and each claim made thereunder.

#### Section D – Purpose of Application

Please confirm that the purpose of the application is to provide a source of financial security for the beneficiaries under this Trust.

Yes

#### Section E – Premium Payments on the Insurance Policy in the event of a Successful Application by Metis SG

1. Notwithstanding that Metis SG is the legal owner of the Insurance Policy, it shall remain your sole responsibility to ensure that any premiums, or any charges, on the Insurance Policy is paid in a timely manner.
2. Within [30 days] after the inception date of the Insurance Policy, the Settlor shall set up a banking arrangement to pay for all regular premiums of the Insurance Policy that are payable in future.
3. Under no circumstances will Metis SG be under any obligation to pay any premium, or any charges, on the Insurance Policy.
4. Metis SG will notify you, as soon as possible and in any event no later than 5 business days, after receiving any premium payment notice from the insurer of the Insurance Policy regarding Metis SG's receipt of such notice. A copy of the premium payment notice will be forwarded to you via email.
5. Upon being notified of the premium payment notice, you shall arrange for the premium to be paid in accordance with the instructions specified in the premium payment notice.
6. In the event that the premiums of the Insurance Policy are not paid by you in a timely manner, the Insurance Policy may lapse or be terminated. Metis SG shall not be liable for losses, costs and expenses of any kind which may be incurred as a result of the lapsing and/or termination of the Insurance Policy unless due to the fraud, gross negligence or wilful misconduct of Metis SG or any other person appointed or employed by it.

#### Section F – Payouts on the Insurance Policy in the event of a Successful Application by Metis SG

1. All monies, including but not limited to the cash proceeds on surrender of the Insurance Policy, maturity or death benefits, interests, dividends, loans, bonuses, profits and other benefits already accrued, or which may accrue in the future, and which may become payable under the Insurance Policy will be paid directly to Metis SG for the designated Trust Plan as and when they become payable under the Insurance Policy.
2. Any death benefits received by Metis SG for your Trust Plan will either be allocated to purchase Units in accordance with our latest record of your Asset Choice selection or be distributed to your beneficiaries in accordance with the Terms and Conditions of the Trust Plan. (only applicable to regular contribution trust plans) In the event that death benefits are received while the Trust Plan is within ICP, Metis SG reserves the right to apply the whole or any part of the death benefits towards satisfying any regular contributions and/or additional regular contributions for the remaining ICP before purchasing any Units or making any distribution as aforementioned.
3. Metis SG reserves the right to convert the payout into any foreign currency for investments and any fees or charges imposed for the conversion will be deducted from the payout.
4. Any fees or charges imposed by the insurer in relation to the payout of the Insurance Policy to Metis SG will be borne in its entirety by you.

#### Section G – Declaration and Signature

1. I/We confirm that I/we have read, understood and accepted the terms and conditions in this document (including the Important Notes section). I/We confirm that the information provided by me/us is true, correct, complete and not misleading in any way. I/We accept full responsibility for them. I/We have not withheld any information. I/We undertake to provide any further information and documentation reasonably required from time to time.
2. I / We agree on my/our behalf and on behalf of every insured person that Metis SG is authorised to collect, retain, use and/or disclose as it reasonably deems fit, any information in respect of me/us/any insured person, that is received by Metis SG to the insurer, reinsurers, medical organisations, my/our financial advisers, service providers, and any other relevant third parties (who may have to disclose my/our data to their service providers such as medical providers, reinsurers, medical evacuation agencies, judicial, regulatory, government, statutory authorities and dispute resolution parties) whether within or outside Singapore. As far as reasonably possible, Metis SG will release such information to such parties on the understanding that the information will be kept strictly confidential and be used, disclosed and retained in accordance with the relevant law.

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3. I/We understand that Metis SG will notify me/us once my/our Request has been reviewed and a decision has been made.
4. I/We understand that Metis SG reserves the right to reject this Request at its sole and absolute discretion and will not be required to disclose the reason(s) for its decision.
5. I/We confirm that I/we am/are solely responsible for ensuring that any premiums, or any charges, on the Insurance Policy is paid in a timely manner. (Where relevant) I/We further undertake to set up a banking arrangement to pay for all regular premiums of the Insurance Policy that are payable in future within [30 days] after the inception of the Insurance Policy. I/We understand that under no circumstances will Metis SG be under any obligation to pay any premium, or any charges, on the Insurance Policy.
6. I/We understand that if Metis SG successfully applies for an Insurance Policy pursuant to this Request, Metis SG will be the legal owner of the Insurance Policy and will be responsible for submitting any relevant claims under the Insurance Policy. I/We understand that Metis SG's obligation to submit any relevant claim under the Insurance Policy shall at all times be conditional upon Metis SG receiving all the necessary information and/or supporting documents as required by the insurer in respect of the claim. I/We undertake that any information and/or documentation provided to Metis SG for the purposes of making a claim under the Insurance Policy shall be true and correct in every detail and must not contain any false or fraudulent statements or suppress, conceal or falsely state any material fact whatsoever. I/We acknowledge that Metis SG will not be liable to me/us whatsoever in the event that the claim has been rejected by the insurer.
7. I/We shall jointly and severally indemnify Metis SG and any person appointed or employed by it against all claims, liabilities, damages, losses, costs and expenses of any kind which may be incurred by any of them and all actions or proceedings which may be brought by or against any of them in connection with this Request and the administration and management of the Insurance Policy thereafter, unless due to the fraud, gross negligence or wilful default of Metis SG or any other person appointed or employed by it, and this indemnity shall continue notwithstanding the termination of my/our Trust Plan.
8. Metis SG may rely conclusively upon and accept any communications received via email or Metis SG's online portal (collectively "**electronic communications**") which is in good faith believed to be genuinely endorsed/signed by me/us. Any transactions made according to electronic communications shall be irrevocable and binding upon me/us, whether such electronic communications have in fact been given with or without my/our authority, knowledge, or consent. Under no circumstances shall Metis SG have any duty or any obligation to enquire or verify the identity of the person(s) initiating the electronic communications in my/our name or the authenticity of the signature appearing thereon or the validity of the electronic communications.
9. I/We understand that sending electronic communications is not a safe and reliable transmission method. Metis SG shall not, in any event, be liable to me/us for any liabilities, losses, damages, or expenses whatsoever arising out of or in connection with any network or telephone line failure, any uncontrollable events or any other circumstances beyond Metis SG's control.
10. By submitting this form, I/We agree and consent to Metis SG, and/or its appointed representatives and/or agents (and such other third-party service providers as it may engage (such representatives, agents, and/or authorised service providers each a "Representative"), and who may be located outside Singapore) collecting, receiving, using, storing, disclosing and processing my/our Personal Data (as defined in, and) in accordance with the terms of the Terms and Conditions and Metis SG's privacy policy as amended from time to time, available at [https://metisgl.com.sg/media/1/docs/privacy\\_policy.pdf](https://metisgl.com.sg/media/1/docs/privacy_policy.pdf) ("Privacy Policy"), and the terms of Privacy Policy are incorporated into the Terms and Conditions by reference, and are also available to me/us upon request), for one or more of the following purposes:
  - a) processing this form and providing me/us with your products and services as well as the services of third-party service providers;
  - b) administering and/or managing our relationship and/or our account(s) with you; and/or
  - c) any of the purposes set out in the Privacy Policy.

I/We further represent and warrant that:

- a) all of the information provided by me/us to you (including without limitation personal particulars and contact information) is accurate and complete; and
- b) if in connection with this form, I/we provide the personal data of any third parties, I/we further warrant and represent that these third parties have also consented to the terms of the Privacy Policy, and to the collection, receipt, use, storage, disclosure and processing of their personal data in accordance with the aforesaid and for all the purposes contemplated herein; and
- c) I am/we are the user(s) and/or subscriber(s) of the telephone number and other contact details provided by me/us in this application or other documents furnished by/to Metis and agree that I/we have read and understood the above provisions.

I/We confirm that my/our signature in this Request is/are to confirm all declarations and confirmations in this Request and my/our acceptance of all the terms and conditions in the Deed which shall be binding on me/us.

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I/We confirm that my/our signature in this Request is/are to confirm all declarations and confirmations in this Request and my/our acceptance of all the terms and conditions in the Deed which shall be binding on me/us.

Full Name of Settlor  
(As in NRIC/FIN/Passport including any alias and other names)

Full Name of Joint Settlor (where applicable)  
(As in NRIC/FIN/Passport including any alias and other names)

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Signature

Signature

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Date Signed 

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Date Signed 

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